COMMISSION MEETING

INFORMATION

Date: October 30, 2017

To: Port Commission

From: Brittany Williams, Manager of Properties and Marketing

SUBJECT: Harbor Square 3rd Quarter 2017 Report

Harbor Square Property Management:

Accounting:
- July - August revenue enclosed

Leasing:
7.4.2017 Office Space Email
7.11.2017 Office Space Email
7.14.2017 Office Space Email
7.27.2017 Call
7.25.2017 Call (Started lease)
8.1.2017 Office Space Email
8.5.2017 Office Space Email
8.10.2017 Call
9.5.2017 Call
9.12.2017 Call
9.19.2017 Call (Started lease)
9.21.2017 Office Space Email
9.27.2017 Call

New Lease:
Bldg. 3 12 months ($4,785.48) non-commissionable
Bldg. 5 9-month addition to former lease ($15,549.21) non-commissionable
Bldg. 2 MTM ($576.04) non-commissionable
**Lease Extensions & Expansions:**
Bldg. 2 Tenant extended 12 months ($8,572.80) non-commissionable
Bldg. 4 Tenant extended 63 months ($164,920.14) non-commissionable
Bldg. 1 Tenant extended 12 months ($24,389.16) non-commissionable
Bldg. 2 Tenant extended 12 months ($7,953.48) non-commissionable
Bldg. 5 Short Term Storage – continues on MTM $464.24 p/m, non-commissionable

**EOL:**
Bldg. 5 101 A-B Company changed ownership and started a new lease under Vesdavit

**Projects:**
- Power washing sidewalks.
- Removal of old signs in building three and four.
- Repainting of entry way wall in building three.
- Removal of shrub blocking view of oncoming cars in the building two parking lot.
- Major landscaping outside building four.

**Tenant Improvements:**
- Cleaning of Suite 204
- Painting and cleaning of B-6 Reception Desk

**Incidents:**
- Water leak at Maverick
- Fence damaged during break-in to Compass Courses boat yard via the Marsh walkway

**Conference Room Rental:**
- Four this quarter (8/16, 8/24, 8/25, 9/19)
  Revenue = $250.00
<table>
<thead>
<tr>
<th>Month</th>
<th>Bldg.1</th>
<th>Bldg.2</th>
<th>Bldg.3</th>
<th>Bldg.4</th>
<th>Bldg.5</th>
<th>Hotel</th>
<th>HSAC</th>
<th>Other</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$24,145.47</td>
<td>$38,617.20</td>
<td>$19,450.91</td>
<td>$17,209.43</td>
<td>$26,218.93</td>
<td>$6,266.86</td>
<td>$37,353.70</td>
<td>$629.73</td>
<td>$169,262.50</td>
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<tr>
<td>August</td>
<td>$24,170.47</td>
<td>$38,617.20</td>
<td>$19,875.30</td>
<td>$17,209.43</td>
<td>$26,218.93</td>
<td>$6,266.86</td>
<td>$37,353.70</td>
<td>$2,735.87</td>
<td>$169,711.89</td>
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<tr>
<td>September</td>
<td>$24,082.99</td>
<td>$38,771.26</td>
<td>$19,875.30</td>
<td>$17,209.43</td>
<td>$26,015.31</td>
<td>$6,266.86</td>
<td>$37,353.70</td>
<td>$484.04</td>
<td>$169,574.85</td>
</tr>
</tbody>
</table>

### Occupancy

- **2017 Occupancy at end of quarter**: 93.20%
- **2016 Occupancy at end of quarter**: 87.39%

### Variance and % Change

- Variance: $64,956.67
- % Change: 14.64%